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Body Language Workbook

MAKING AN
IMPACT THAT
MATTERS
since 1845

Introduction

This workbook is for you to use to support your learning and understanding of using body language.

Here you'll find short exercises, helpful information and space to record your reflections.

It can be a valuable resource to revisit and add further learning and insights.

We hope you enjoy the session!

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Body language - An overview

Body language is a non-verbal communication; involving silent cues, gestures, facial expressions and physicality to communicate thoughts, feelings and attitudes.

Expressions can provide insight into a person's true state of mind, even if they're saying something different. Some elements of body language include micro-expressions, eye contact, posture, mirroring, tone and pitch.

By consciously adjusting your body language, you can impact your emotions and mindset and become a more effective communicator.

Why is body language important?

The chicken or the egg?

The "chicken and egg" concept refers to the cause-and-effect relationship between two things. It parallels relationships between our physical behaviours and mental states. It raises the question: Do our physical actions shape our emotions, or do our feelings shape our physical expressions? Here are a few methods to stay in tune with your body:

- Deep breathing
- Slow down
- Practice mindfulness
- Mirror movements
- Perfect the handshake
- Observe posture
- Emotion check-ins

What other ways could you stay in tune with your body?

What could you learn pausing and reflecting on your body language and emotions?

Making the subconscious, conscious

Building an awareness of your body language and understanding what your habits or tics are will help you communicate more effectively; here are a few ways you can do that:

- Journaling
- Body scanning
- Record yourself and watch back
- Ask for feedback
- Be aware of triggers
- Observation and mindfulness

What body language habits are you aware of?

What could you do to manage these habits?

Body language observations

Choose a time to pause and reflect on a conversation you’ve had with someone and make notes on your body language observations using the prompts below.

What facial expressions did you notice in yourself during the conversation?

Did you use hand gestures to emphasise points? Were there subconscious gestures that told a different story, like tapping?

How did you sit or stand, and what was your posture like? Did you have an open stance when talking?

Body language observations

Were you aware of any mirroring from yourself or the person you were talking to?

Were there any moments where you felt your body language communicated a different message from your words?

If you were to have the conversation again, how would you improve your body language?

What have you learned from reflecting on your body language, and how can you apply these insights to future interactions?

Body language top tips

1. Make eye contact to show others you're interested and confident.
2. Keep your head level – talk with your head up and your eyes looking forward to show you're engaged.
3. Lean forward in conversations to show you're paying attention and have a genuine interest in the discussion.
4. Be conscious of your hands – avoid putting them in your pockets and be aware of what you're doing with your hands to appear more self-assured.
5. Stand up straight – slouching can come across as defensive or disinterested.
6. Observe other people's body language and interpret ways to respond with your own.

What other body language tips have you come across?

1.

2.

3.

4.

5.

External stimulus

External stimuli impact our five senses – hearing, taste, touch, sight and sound. When our senses are affected by external factors, our body language is influenced.

External factors influence your body language, triggering subconscious reactions and responses. Each individual responds uniquely to external stimuli, and it can be helpful to identify what triggers physical and emotional reactions, from the weather and colours to cultural and environmental contexts.

Think of other external stimuli you may need to be aware of:

1.

2.

3.

The benefits of body language

Body language offers a range of benefits, personally and professionally. Here are some key benefits to understanding and effectively using body language:

- Enhanced communication
- Improved relationships
- Empathy development
- Effective public speaking
- Negotiation
- Building trust
- Personal growth
- Positive first impressions.

What are your body language strengths?

Where do you need to develop your body language skills?

Next steps

1. Revisit your workbook once a month or every two months to check in and reflect on your skills.
2. Continue cultivating your body language skills through practice, self-awareness and identifying your habits.
3. Ask others for feedback on your body language, where you could improve, and where you already excel.
4. Look at where you use body language skills in other skills like, self-awareness, communication, collaboration and networking.
5. Practice, practice, practice.

What are you going to do to improve your body language skills?

1.

2.

3.

Summary

“Before you get into the mind, you have to inhabit the physicality. Body language is a great way of speaking”.

– Michelle Yeoh

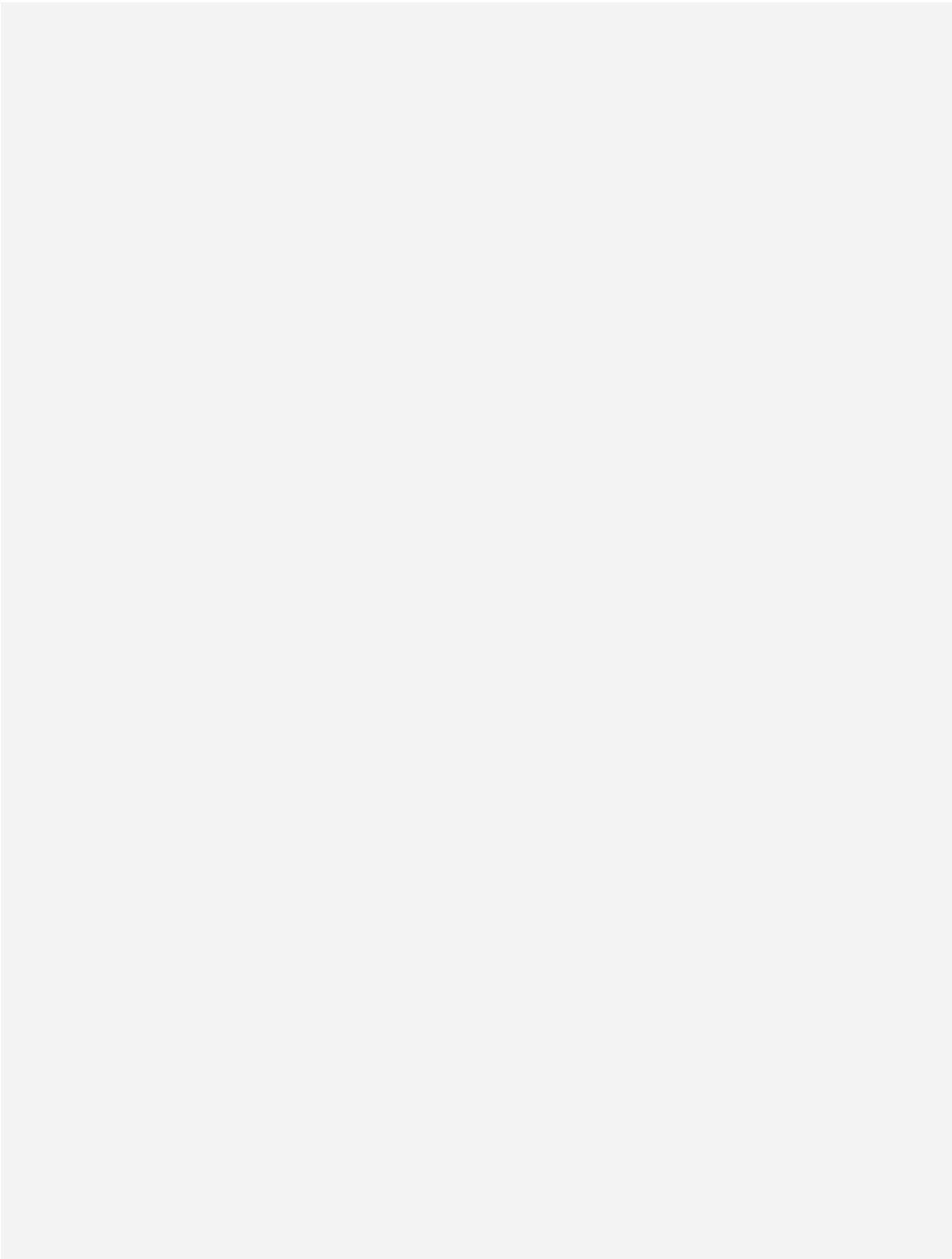
Understanding and managing your body language takes time; external factors will contribute to constant change.

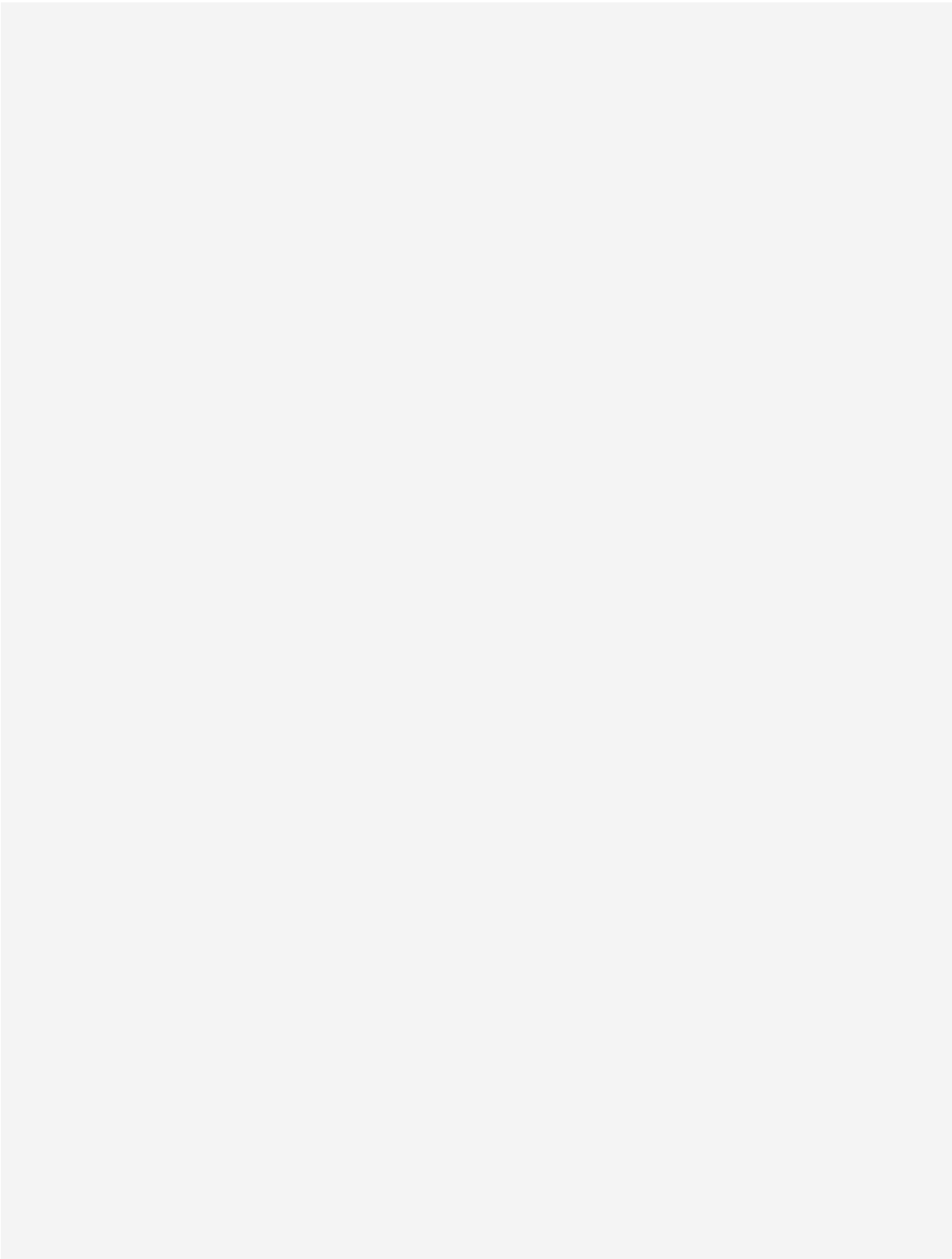
Take notes of your conscious and subconscious body language, be aware of the effects of external stimuli and observe the connections between your physicality and emotions.

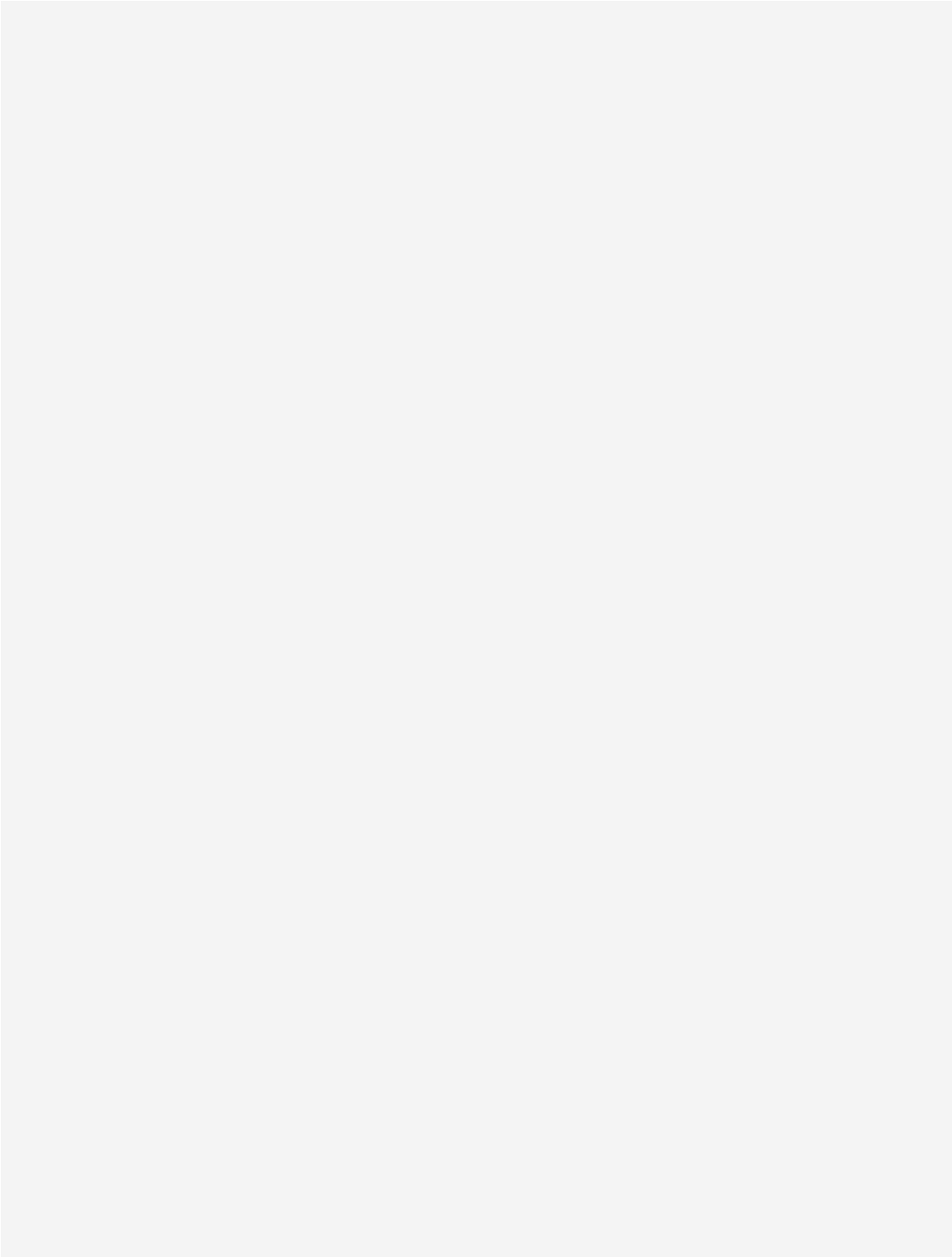
Observe, reflect, and align – use the power of body language to communicate your intended messages and develop as an effective communicator.

Further links

- [Careers at Deloitte](#)
- [Our programmes](#)
- [Our events](#)
- [Frequently asked questions](#)
- [Dot the Bot \(ask a question\)](#)







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